

WHAT IS CLAIMED IS:

1 1. A method for specifying delivery information for electronic
2 documents comprising the steps:
3 displaying a representation of at least one of a plurality of potential
4 recipients to a user;
5 selecting at least one potential recipient from said plurality of potential
6 recipients to form a plurality of selected recipients responsive to input from the user;
7 performing a scanning operation of a document to form an electronic copy
8 of the document;
9 transmitting the electronic copy of the document to the plurality of
10 selected recipients; and
11 incorporating the electronic copy of the document into a database
12 belonging to each of the plurality of selected recipients.

1 2. The method of claim 1 further comprising the step of:
2 sending an email to each of the plurality of selected recipients, the email
3 indicating to each recipient that the electronic copy of the document is available to the
4 recipient.

1 3. The method of claim 1 further comprising the step of:
2 unselectively archiving an electronic copy of each and every document
3 processed by the above steps into an archival database without further input from the
4 user, wherein the user need not be aware of the archiving step.

1 4. The method of claim 1 wherein the representation further
2 comprises an iconic image of a recipient.

1 5. The method of claim 1 wherein the representation further
2 comprises a name of a recipient.

1 6. The method of claim 1 wherein the representation further
2 comprises name and an iconic image of a recipient.

1 7. The method of claim 1 further comprising:
2 accepting a login from the user and
3 responsive to the user's logging in, displaying a name and an iconic image
4 of the user.

1 8. The method of claim 1 wherein the scanning step is performed by a
2 copier.

1 9. The method of claim 1 wherein the scanning step is performed by a
2 facsimile machine.

1 10. A method for specifying delivery information for electronic
2 documents in a networked environment having a plurality of destination nodes, the
3 method comprising the steps:
4 producing a representation of at least one of a plurality of recipients;
5 associating the representation with a destination node on the network;
6 displaying representation to a user;
7 selecting at least one potential recipient from the plurality of potential
8 recipients using the representation in order to form a plurality of selected recipients
9 responsive to input from the user;
10 performing a scanning operation of a document to form an electronic copy
11 of the document;
12 transmitting the electronic copy of the document to the plurality of
13 selected recipients;
14 incorporating the electronic copy of the document into a database
15 belonging to each of the plurality of selected recipients; and
16 unselectively archiving an electronic copy of each and every document
17 processed by the above steps into an archival database without further input from the
18 user, wherein the user need not be aware of the archiving step.

1 11. A computer program product for specifying delivery information
2 for electronic documents comprising:

3 code for displaying a representation of at least one of a plurality of
4 potential recipients to a user;

5 code for selecting at least one potential recipient from said plurality of
6 potential recipients to form a plurality of selected recipients responsive to input from the
7 user;

8 code for performing a scanning operation of a document to form an
9 electronic copy of the document;

10 code for transmitting the electronic copy of the document to the plurality
11 of selected recipients; and

12 code for incorporating the electronic copy of the document into a database
13 belonging to each of the plurality of selected recipients; and

14 a computer readable storage medium for holding the codes.

1 12. The computer program product of claim 11 further comprising:

2 code for sending an email to each of the plurality of selected recipients, the
3 email indicating to each recipient that the electronic copy of the document is available to
4 the recipient.

1 13. The computer program product of claim 11 further comprising:

2 code for unselectively archiving an electronic copy of each and every
3 document processed by the codes into an archival database without further input from the
4 user, wherein the user need not be aware of the archival.

1 14. The computer program product of claim 11 wherein the
2 representation further comprises an iconic image of a recipient.

1 15. The computer program product of claim 11 wherein the
2 representation further comprises a name of a recipient.

1 16. The computer program product of claim 11 wherein the
2 representation further comprises name and an iconic image of a recipient.

1 17. The computer program product of claim 11 further comprising:
2 code for accepting a login from the user and
3 code for displaying, responsive to the user's logging in, a name and an
4 iconic image of the user.

1 18. The computer program product of claim 11 wherein the scanning is
2 performed by a copier.

1 19. The computer program product of claim 11 wherein the scanning is
2 performed by a facsimile machine.

1 20. An apparatus for specifying delivery information for electronic
2 documents in a networked environment having a plurality of destination nodes, the
3 apparatus comprising:
4 at least one of a plurality of recipient computers, the recipient computers
5 interconnected by a network;
6 at least one of a plurality of image acquisition means, the image
7 acquisition means interconnected to the recipient computers by the network, the recipient
8 means operatively disposed to perform the following:
9 producing a representation of at least one of a plurality of
10 recipients;
11 associating the representation with a destination node on the
12 network;
13 displaying representation to a user;
14 selecting at least one potential recipient from the plurality of
15 potential recipients using the representation in order to form a plurality of
16 selected recipients responsive to input from the user;
17 performing a scanning operation of a document to form an
18 electronic copy of the document;

19 transmitting the electronic copy of the document to the plurality
20 of selected recipients;
21 incorporating the electronic copy of the document into a database
22 belonging to each of the plurality of selected recipients; and
23 unselectively archiving an electronic copy of each and every
24 document processed by the above steps into an archival database without further
25 input from the user, wherein the user need not be aware of the archiving.